

**MATERIALS
HANDLER
WG-6907-05**

DISTRIBUTION

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Materials Handler, WG-6907-05

Purpose of position:

The primary purpose of this job is to independently perform a wide range of warehousing activities, including receiving, storing, selecting, shipping, pickup, and delivery of general or specialized bulk materials and equipment. The job requires the use of forklift trucks and light motor vehicles.

Organization:

Facilities Management & Airfield Support

Organization goals:

The Distribution Branch provides services to receive, store, manage, issue, pack, crate, and ship non-hazardous and hazardous NASL and NAVICP material; provides pickup and delivery services, collects, receives, processes and stores hazardous waste.

II. MAJOR DUTIES**A. Duty (Critical):**

Performs a broad range of standard receiving assignments. Verifies shipments by checking shipping documents. Matches specific item identification by name, stock number, letter, code, quantity, or unit of issue on containers. Unloads incoming shipments, scans bar codes, or keys receipt information into automated record system. Groups items together based on receiving voucher information or segregates items according to such factors as condition and type of transaction. Builds pallet loads to facilitate storage. Reports tampered or broken seals on containers or damaged or deteriorating incoming shipments to supervisor. Transports materials from receiving areas to storage. (STORE02BB, STOR02AX, RCV05A, RCV08A, RCV10A, STOR02AY) (40%)

Tasks:

1. Counts and annotates types and quantities of items and appropriately signs receiving documents.
2. Alerts appropriate authority of materials having serious discrepancies.
3. Transports or forwards materials from receiving areas to storage.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9, A10

B. Duty (Critical):

Performs a broad range of standard storage assignments. Stores, stacks, palletizes, and/or rotates items considering their use, size, shape, quantity, and special handling requirements. Applies material handling techniques in storing items providing for easy retrieval, convenience in handling, protection from damage, and ease of movement. Matches, checks, and compares data on storage instruments with materials to be stored against materials

already in storage locations. Consolidates and arranges items in accordance with the warehouse plan keeping aisles and other traffic areas clear of obstructions. Uses automated material identification equipment to move, stack, bin, and select storage locations of items being shipped or received or to inquire on status of items. Assists in accomplishing inventories by counting items and properly completing tally listings and other inventory documents. Inventories items which may include the use of formal, informal, item-by-item, or group inventory methods and using manual or automated inventory systems. (STOR02BE, STOR02AY, STOR02AE, STOR02BD, STOR01AC) (20%)

Tasks:

1. Maintains overall warehouse efficiency minimizing the need for excessive movement or restocking of items.
2. Applies the first in first out (FIFO) concept and ensures that gross aging and deterioration is kept to a minimum.
3. Completes inventory tasks within established time limits and determines the basis for overages, shortages, or misplaced items.
4. Assembles furniture

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9, A10

C. Duty (Critical):

Performs tasks involved in issuing/shipping items. Selects and assembles items based on priority, type of material, mode of transportation, destination, and type of transaction. Segregates and moves materials to holding area or dock and verifies item identification on request forms. Obtains required signatures on appropriate paperwork before shipping/issuing items. Performs vehicle/conveyance weighing functions. (HAZ01AI, HAZ02AH, STOR02AM, PACK01U.) (17%)

Tasks:

1. Matches, checks, and compares data on selection instruments against materials to be issued or shipped.
2. Ensures orders are filled promptly by completing tasks within established time frames.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9

D. Duty (Critical):

Maintains records and documents actions. Uses computer terminals, optical readers, bar code wands, scanners, etc. to input nomenclature and description of changes. Enters or retrieves data via a computer terminal into or from an automated warehouse record system. Processes material received without documentation by obtaining and inputting required information into automated system. (STOR02AX, STOR02AY, STOR02BB) (5%)

Tasks:

1. Prepares accurate, complete, and up-to-date records of actions taken and assures documentation is properly signed and coordinated in a timely manner.
2. Maintains integrity and accuracy of data base information through accurate input and efficient operation of automated equipment.

Selected Staffing KSAs:

A1, A5, A7

E. Duty (Critical):

Performs material handling duties, including the use of tools and other equipment, in a safe manner, utilizing safety practices and procedures, and complying with established safety rules and regulations. Safeguards material, items, and equipment, remaining alert and challenging unauthorized personnel. Performs clean-up duties, such as cleaning and dusting bins, cutting off box tops, sweeping, straightening, and lining up property in the assigned area. Uses and assures proper fit of required safety equipment and clothing. (5%)

Tasks:

1. Operates equipment in a safe manner, applying established safety rules and regulations to minimize minor violations and to avoid major violations due to employee error or negligence.
2. Adheres to safety and security procedures and regulations and promptly reports any observed or identified violations in accordance with established guidelines.
3. Maintains work area in a clean and orderly manner.

Selected Staffing KSAs:

A1, A2, A3, A4, A5, A6, A7, A8, A9, A10

F. Duty (Critical):

Drives one or more types of medium trucks, such as platform trucks, van trucks, stake trucks, or dump trucks to transport supplies, materials, and equipment. May drive over uneven terrain or unimproved roads on the installation for trips to the installation land fill or outside storage areas. Exercises caution when backing to load/unload at docks, ramps, or similar locations. Determines manner and sequence of loading to achieve balance and protection for fragile items. May load/unload vehicles by hand with or without assistance. May operate power take-off equipment such as hydraulic dumps or lifts. Reads installation maps and judges road/traffic conditions to determine the shortest and safest route. (5%)

Tasks:

1. Operates trucks and associated equipment in accordance with established procedures and local regulations.
2. Ensures that cargo is properly distributed, secured, and protected to prevent damage or loss while in transit. (PACK01L)

Selected Staffing KSAs:

A11, A12, A13, A14, A15, A16

G. Duty (Critical):

Operates one or more electric, LPG, or diesel powered fork lift trucks which are capable of lifting loads of less than 10,000 pounds as high as 168 inches to facilitate loading and unloading duties. May be required to transport bulky and unwieldy items. Occasionally drives outside over rough surfaces. May drive higher rated fork lift trucks on smooth surfaces or on an irregular basis. (5%)

Tasks:

1. Operates fork lifts in accordance with established procedures.
2. Regulates fork lift controls to ensure safe loading, unloading, moving, and placing of supplies, materials, and equipment exercising care to avoid overloading or improper stacking or movement.

Selected Staffing KSAs:

A11, A12, A13

H. Duty (Non-Critical):

This position provides cross-functional support on an "as-needed" basis during peak periods. (3%)

Tasks:

1. Backup support as Motor Vehicle Operator
2. Sort, stage and deliver U.S. and internal mail.

Selected Staffing KSAs:**I. Other Work Requirements**

1. The employee is required to work rotating shifts.
2. This position requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.
3. This position requires the employee to possess the applicable license(s) or authorizations(s) to operate assigned equipment.

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)**A. Selected Staffing KSAs:**

1. Knowledge of accepted warehousing methods, procedures, and material handling techniques.
2. Knowledge of warehousing functions, such as material receiving, storage, issuing, and preservation.
3. Knowledge of warehouse configurations, storage requirements for particular commodities, and storage documentation requirements.
4. Knowledge of inventory procedures and ability to prepare inventory and production reports.
5. Knowledge of regulations, procedures, and policies related to records maintenance and documentation and ability to screen shipping and receiving

documents for discrepancies.

6. Knowledge of safety regulations, practices, and procedures.
7. Skill in the use of automated material processing equipment and systems to include computer terminals, optical readers, and scanners.
8. Ability to interpret and apply instructions pertaining to material handling.
9. Ability to maintain tools, equipment, and work area in a neat, clean, and orderly manner.
10. Ability to safely operate fork lift trucks. Must be skilled in handling controls for starting, stopping, backing, lifting, lowering, tilting, and driving fork lift trucks through narrow aisles, up and down ramps, and in and out of trucks.
11. Knowledge of and skill in operating one or more gasoline, diesel, or electric powered wheeled vehicles with a GVW of more than 10,000 and up to 26,000 pounds such as platform trucks, van trucks, stake trucks, dump trucks, and cargo vans.
12. Knowledge of cargo handling and hauling and techniques for safeguarding and protecting cargo.
13. Knowledge of traffic and safety regulations, practices, and procedures pertaining to motor vehicle and fork lift operation.
14. Ability to judge road/traffic conditions and read installation maps to determine the shortest and safest route.
15. Ability to interpret instructions, specifications, etc. related to motor vehicle, fork lift, and power take-off unit operation and preventive maintenance.
16. Reliability and dependability to meet pickup and delivery deadlines and schedules.

B. Basic Training Competencies:

1. Knowledge of accepted warehousing methods, procedures, and material handling techniques.
2. Knowledge of warehousing functions, such as material receiving, storage, issuing, and preservation.
3. Knowledge of warehouse configurations, storage requirements for particular commodities, and storage documentation requirements.
4. Knowledge of inventory procedures and ability to prepare inventory and production reports.
5. Knowledge of regulations, procedures, and policies related to records maintenance and documentation and ability to screen shipping and receiving documents for discrepancies.
6. Knowledge of safety regulations, practices, and procedures.
7. Skill in the use of automated material processing equipment and systems to include computer terminals, optical readers, and scanners.
8. Ability to interpret and apply instructions pertaining to material handling.
9. Ability to maintain tools, equipment, and work area in a neat, clean, and orderly manner.
10. Ability to safely operate fork lift trucks. Must be skilled in handling controls for starting, stopping, backing, lifting, lowering, tilting, and driving fork lift trucks through narrow aisles, up and down ramps, and in and

out of trucks.

11. Knowledge of and skill in operating one or more gasoline, diesel, or electric powered wheeled vehicles with a GVW of more than 10,000 and up to 26,000 pounds such as platform trucks, van trucks, stake trucks, dump trucks, and cargo vans.
12. Knowledge of cargo handling and hauling and techniques for safeguarding and protecting cargo.
13. Knowledge of traffic and safety regulations, practices, and procedures pertaining to motor vehicle and fork lift operation.
14. Ability to judge road/traffic conditions and read installation maps to determine the shortest and safest route.
15. Ability to interpret instructions, specifications, etc. related to motor vehicle, fork lift, and power take-off unit operation and preventive maintenance.
16. Reliability and dependability to meet pickup and delivery deadlines and schedules.

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

1. -- Specialized knowledge of warehouse plans.

-- Ability to independently complete documents indicating stock description, quantity, unit of issue, and labeling requirements for incoming and outgoing stock.

-- Knowledge of accepted warehousing methods, procedures, and techniques.

-- Knowledge of item identification, codes, warehouse procedures, and storage areas. Skill in stacking, moving, and arranging items on pallets considering height, weight, and special handling requirements.

-- Ability to recognize damages to materials and equipment.

-- Broad knowledge of receiving, storing, issuing, and shipping functions relative to the assigned commodities or segment of the warehouse to determine storage locations based on type and size of item, shelf life, and security requirements.

-- Knowledge of central locator or other operations that maintain stock inventory and location information in order to determine whether or not items are available and location.

-- Knowledge of inventory procedures. Ability to screen documents and find missing data.

-- Ability to use automated equipment, such as optical readers, scanners, and computer keyboards to enter and extract data.

-- Skill in using hand tools.

- Ability to operate mechanized equipment including utility vehicles, fork lifts, mobile stock selectors, and electromechanical automated equipment.
- Knowledge of various types of fork lift trucks capable of lifting loads weighing less than 10,000 as high as 168 inches and their operation techniques. Skill in handling controls for smooth starting, stopping, and maneuvering in narrow and congested areas. Knowledge of the storage area layout in order to store and remove materials and equipment. Ability to judge size of doorways and aisles, size of load, capability of fork lift truck, and proper load balance in order to safely load and unload items.
- Knowledge of the height, width, length, and weight of the vehicles in order to judge overhead and side clearance, the turning radius, braking distance, and the safest distance to be maintained from other vehicles.
- Knowledge of state and local safety rules and regulations for operating vehicles. Skill in defensive driving techniques. Skill to recognize developing hazardous road and traffic conditions, and the judgment to adjust driving methods to the practices of surrounding traffic, and to select alternate routes to avoid potential problems.
- Knowledge of the operator's manual for assigned vehicles. Knowledge to recognize developing maintenance problems when conducting operator inspections and reporting problems to the supervisor.
- Skill in loading and arranging cargo properly onto the vehicle, using appropriate tie-downs, such as chains, binders, or straps for safe transit on public roads at highway speeds or under similar driving circumstances.
- 2. -- Knowledge of and skill in operating one or more gasoline, diesel, or electric powered wheeled vehicles with a GVW of more than 10,000 and up to 26,000 pounds, including operating power take-off equipment and other accessories/attachments.
- Knowledge of the height, weight, width, and length of the vehicles in order to judge overhead and side clearance, the turning radius, braking distance, and safe distance to be maintained from other vehicles. Skill in applying this knowledge to maneuver vehicle in congested areas and when backing vehicle to ramps, docks, or similar locations.
- Knowledge of installation safety and traffic rules and regulations for operating vehicles. Skill in defensive driving techniques.
- Skill in reading and understanding installation maps and other locator documents, and in determining the shortest and safest route, considering the weight and size of the vehicle and any road restrictions.
- Knowledge of the operator's manual for assigned vehicles. Knowledge to recognize developing maintenance problems when conducting operator inspections and reporting problems to the supervisor.
- Knowledge of and skill in loading and arranging cargo properly onto the

vehicle using appropriate tie-downs such as chains, binders, or straps for safe transit of cargo to prevent shifting, protect cargo, and mark dangerous or protruding cargo.

-- Knowledge of and skill in the operation of electric, LPG, or diesel powered fork lifts typically capable of lifting less than 10,000 pounds as high as 168 inches.

Factor 2. Responsibility

Supervisor makes assignments and provides instructions on the work to be done. Assignments are completed within the general warehousing plan and without specific guidance on the methods, procedures, and techniques to use. Work-in-progress is generally not reviewed. Employee is responsible for document processing and for following established procedures for reporting damaged incoming shipments, and obviously damaged or deteriorating items in storage areas. Work is spot-checked upon completion for accuracy, adherence to procedural requirements, thoroughness, and results. Employee is responsible for complying with all established procedures pertaining to the operation of powered equipment and for adherence to all safety, environmental, and security requirements. Responsible for operating fork lift trucks and motor vehicles in a safe manner and in compliance with safety and traffic rules.

Factor 3. Physical Effort

Works on hard surfaces and in work areas that require standing, stooping, bending, and working in tiring and uncomfortable positions. May lift and carry weights up to 40 pounds. May handle heavier items with weight lifting equipment or with assistance from other workers. Work requires light to moderate physical effort in reaching, bending, turning, or moving hands, arms, feet, and legs to operate hand and foot controls while driving, raising, lowering, and tilting fork lift trucks. Subject to possible strain caused by vibration of fork lift trucks. Occasionally may be required to make limited emergency repairs on vehicles, such as changing a flat tire.

Factor 4. Working Conditions

Work is done inside and outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Employee is regularly exposed to the possibility of cuts, scrapes, and bruises, falls from ladders, falling material, or injury from equipment. May be exposed to dust, dirt, grease, solvents, and high noise areas while working in a mechanized work area, or radiation, toxins, explosives hazards, or chemical fumes while working in a hazardous materials area. May be required to wear protective clothing, such as hard hats, steel toed shoes, rubber gloves, masks, and rubber aprons. Drives motor vehicles in all types of traffic and weather conditions.

V. CLASSIFICATION SUMMARY

In this position:

- Duty A. 40% WG-6907-05 Materials Handler
Performs Standard Receiving Assignments
- Duty B. 20% WG-6907-05 Materials Handler
Performs Standard Storage Assignments
- Duty C. 17% WG-6907-05 Materials Handler
Performs Tasks
- Duty D. 5% WG-6907-05 Materials Handler
Maintains Records
- Duty E. 5% WG-6907-05 Materials Handler
Performs Handling Duties
- Duty F. 5% WG-5703-05 Motor Vehicle Operator
Drives Medium Trucks
- Duty G. 5% WG-5703-05 Motor Vehicle Operator (Base level=05)
Operates Fork Lift Trucks
- Duty H. 3% WG-User defined duty. Not classified by system. The final grade may or may not be appropriate.-
Miscellaneous Duties

List of Modified Duties and Factors: *Changes are minor and do not impact grade.*

Duty A. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty B. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty C. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty D. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty F. has been edited. The final grade may or may not be appropriate. The factors have not been changed.

Duty H. has been added.

OPM Job Grading Standard for Motor Vehicle Operator, WG-5703, TS-61 dated April 1991 and Fork Lift Operator, WG-5704, TS-3 dated November 1968.

Remarks:

1. Reference: DOD Field Advisory Services (FAS) Digest of Significant Classification Appeal Decisions, Book 2, page 1. Infrequent trips off base to

single destinations on a predetermined route may not be enough (regular and recurring) to credit the full range of driving on public roads or equivalent (the higher grade). Position Classification Specialists should review this FAS decision in conjunction with the actual job requirements when deciding on the appropriate SCPD. Also on the use of "or equivalent", an OPM appeal decision regarding Firefighters has stated that the typical flightline does not meet the "congested industrial areas" definition. This SCPD is for employees who drive primarily on base or under limited conditions off base.

2. "Physical Effort" is described in overall terms as light, moderate, or heavy, however, it should be understood that the physical effort for driving increases with the size of the vehicle.

3. For the purposes of this SCPD, it is assumed that the fork lift truck operations are at the WG-05 level. Duties involving fork lift truck operations may be modified as long as there is no change in the final classification of this SCPD.

OPM Job Grading Standard for Materials Handler, WG-6907, TS-58 dated September 1990; OPM Job Grading Standard for Fork Lift Operator, WG-5704, TS-3 dated November 1968; and OPM Job Grading Standard for Motor Vehicle Operator, WG-5703, TS-61 dated April 1991.

Remarks: The primary purpose of this position is to serve as a materials handler to independently perform a wide range of warehousing activities involving the receipt, storage, and issue of supplies, and equipment. In addition, the employee is required to operate motor vehicles in order to pick up and deliver supplies, material, and equipment. Use of fork lift is to lift loads weighing less than 10,000 pounds as high as 168 inches. Based on the classification standards, the Materials Handler duties equate to WG-05, the Fork Lift duties equate to WG-05, and the Motor Vehicle duties equate to WG-05.

The classification information in this program is based on the "Job Grading System for Trades and Labor Occupations, Parts 1, 2, and 3" which includes Explanation of Job Grading System, Job Grading Standards, and Definitions of Trades and Labor Job Families and Occupations. The definition for the General Maintenance and Operations Work Family, 4700, is particularly pertinent.

Grade: WG-05